

NAES STANDARD OPERATING PROCEDURE

Public Safety Department (OSH Division)

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1.0 PURPOSE

Under the requirements of Chapter 9 of Reference (a) it is the Naval Air Engineering Station Lakehurst (NAESLKE) policy to conduct an Occupational Safety & Health Inspection Program which is necessary to ensure safe and healthful workplaces for all Station employees. Workplace inspections are done to identify hazardous conditions, unsafe work practices and violations of standards.

2.0 APPLICATION

All Personnel

3.0 REFERENCES

- (a) OPNAVINST 5100.23E
- (b) SAF-TM-5100

4.0 PROCEDURES

1. The Naval Air Engineering Station Lakehurst occupational safety and health (OSH) inspection program is one of the principal means to ensure all employees work in a safe and healthful environment. The inspection program identifies unsafe conditions and acts with the goal of eliminating or controlling hazards. All deficiencies found during an OSH inspection will be entered into an inspection log and database. A report will be forwarded to the department head concerned identifying the building, shop and violations for corrective action.
2. The **Public Safety Department OSH Office** is responsible for the routine workplace OSH inspections, which will be conducted by OSH Office safety and health personnel at least annually. High hazard areas will be inspected more frequently based upon an assessment of the potential for injuries/illnesses or damage to Station property. Inspections will be conducted in a manner to preclude unreasonable disruption of the operations of the workplace. These inspections will be conducted with or without prior notice. Deficiencies noted during inspections will be presented to the supervisor in charge of the area within 15 working days after the inspection. A computerized form emulating OPNAV 5100/12 Navosh Deficiency Notice will be used for this notification purpose.
3. **Managers, Supervisors or Designated Persons in Charge:** Are responsible for the day-to-day inspections and corrective actions necessary in their respective workplaces. If a Navosh Deficiency Notice is received and if appropriate the responsible individual shall post a copy of the notice in the area of the hazard until the hazard has been abated. He/she shall take prompt action to correct the hazard within 30 days of the date of the notice. He/she shall complete section B of the Navosh Deficiency Notice and return a copy to the OSH office. The submission of a work request to other departments for assistance in no way terminates the department/office action. Follow-up action is the responsibility of the work request originator and is terminated upon completion of corrective measures.
4. **Special Inspection:** Will be conducted upon notification to inspect new equipment, procedures, shop relocations, or other significant modifications. Managers, supervisors or designated persons in charge shall notify the OSH Office far enough in advance to allow for a proper review.